

Calendar of
Events

Administrations in Alternative Education Settings

STAAR and TELPAS assessments must be administered to all eligible students assigned to an alternative education setting at the time of regularly scheduled testing. Refer to the Calendar of Events for testing dates.

The instructions contained in this resource apply only to tests administered in the following alternative education settings:

- juvenile justice alternative education programs (JJAEPs)
- disciplinary alternative education programs (DAEPs)
- unusual placements such as hospitals, jails, or shelters

Unlike DAEPs, there are two types of JJAEPs:

- Mandated JJAEPs are required in each county with a population of more than 125,000.

Mandated JJAEPs can receive test materials from either students' home districts or from the state's testing contractor. The source depends upon the agreement between the mandated JJAEP and the individual district. Regardless of the source of test materials, mandated JJAEPs must return the answer documents to the students' home districts.

- Voluntary JJAEPs may be developed in counties with a population of less than 125,000.

Voluntary JJAEPs must receive their test materials from and return them to the students' home districts.

Like voluntary JJAEPs, DAEPs receive their test materials from and return them to the students' home districts.

Unusual placements such as hospitals, jails, or shelters will also receive their test materials from and return them to the students' home districts. When administering assessments in these settings, follow the same procedures that apply to voluntary JJAEPs and DAEPs. There are no separate instructions in this document for these unusual placements.

Students assigned to a JJAEP (mandated or voluntary) or a DAEP, or other unusual placements such as a hospitals, jails, or shelters, must have their test results attributed to the regular campus they would be attending if they were not in an alternative education setting.

Summary of Testing Procedures for Paper Administrations

Before Testing

School District Responsibilities

JJAEPs (voluntary) and DAEPs receive their test materials from the students' home districts. The following is a list of school district responsibilities in regard to testing at JJAEPs (voluntary) and DAEPs:

- Conduct training sessions for all test administrators in the JJAEPs (voluntary) and DAEPs in their district.
- Forward precoded answer documents and other testing materials received from the state's testing contractor to district JJAEPs (voluntary) and DAEPs.

JJAEP (Voluntary) and DAEP Responsibilities

- Ensure that all test administrators attend a training session and sign a security oath.

JJAEP (Mandated) Responsibilities

- Ensure that the campus coordinator and all test administrators attend a training session and sign a security oath.
- Receive test materials from either their students' home districts or the state testing contractor.

After Testing

JJAEP (Voluntary) and DAEP Responsibilities

- Return scorable documents to the students' home districts no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.
- Return nonscorable test materials to the students' home districts no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.

JJAEP (Mandated) Responsibilities

- Return scorable documents to the students' home districts no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.
- Return nonscorable test materials to the students' home districts or to the state testing contractor no later than the date indicated on the Calendar of Events to return materials to the campus coordinator.



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School District Responsibilities

- Receive scorable documents from JJAEPs (voluntary and mandated) and DAEPs, place them under the appropriate identification sheets, and return them to the state's testing contractor. This does not apply to students testing with STAAR L, STAAR A, TELPAS, and TAKS because, although testing on paper, students' answers will be submitted through the Texas Assessment Management System, delivered through PearsonAccess. See specific directions regarding paper administrations for these tests.
- Submit answer documents under the Campus and Group Identification Sheet(s) for JJAEPs (mandatory and voluntary) and DAEPs to the home district.
- Return nonscorable test materials from JJAEPs (voluntary) and DAEPs to the state's testing contractor.

The regular campus of a student going from one district to another to enroll in an alternative setting depends on the attribution of the student's average daily attendance. If the alternative setting is a cooperative program (as are most JJAEPs), daily attendance is attributed to the home districts from which the students come. If the receiving district is counting the student's daily attendance because the alternative setting is not a cooperative program, a student must be assigned to a campus in the receiving district.

Summary of Testing Procedures for Online Administrations

Online testing activities are performed in the organization (district, JJAEP, or DAEP) in the Assessment Management System. Student results for tests administered in these alternative settings are reported to the students' home districts.

Procedures for Administering Tests

Follow the steps below to conduct online administrations. If you have students who have moved in from another district during a testing window, see the information on the following page.

1. Ensure you have coordinator access to the Assessment Management System.
2. Log in to the Assessment Management System at <http://www.TexasAssessment.com/login>.
3. Enroll the student to your JJAEP or DAEP organization.
4. Register the student for the administration in which the student needs to test.
5. Change the home county-district-campus (CDC) number in the "Registered Students Records" section of the Assessment Management System to the CDC number of the student's home campus.
6. Assign the applicable tests to the student.
7. Create a test session and add the student to the session.



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8. After the test session, ensure that all student information is entered and is accurate on the *Student Test Details* screen.
9. Return materials to the students' home districts.

Procedures for Determining Status of Mobile Students

Follow the steps below to determine if your district is responsible for testing mobile students. For TELPAS administrations, refer to the section, "Manage assessments of students who move" in the TELPAS section of the *2015 District and Campus Coordinator Manual* to determine which assessments your facility is responsible for administering.

1. Ensure you have coordinator access to the Assessment Management System.
2. Before attempting to enroll or register the student, use the search feature in the *Registered Students* screen to determine if the student's record exists in the Assessment Management System.
 - a) If the student's record is not found, add the student either manually or through the student data upload process. Assign only the tests (e.g., STAAR Algebra I, TELPAS reading test) that your organization is responsible for administering. Once this is done, assign the student to a test session or rating entry group as applicable.
 - b) If the student's record is found, click on the student's name. Click the *Assigned Tests* tab on the *Registered Students* screen to check the assessment status.
 - i. If student has completed the assessment(s), take no further action.
 - ii. If the student has not completed the assessment(s), the district testing coordinator should move the student's test assignment from the sending campus to the receiving campus. Once the test assignment is moved, the student should be placed in a test session and administered the applicable test. For TELPAS, this applies only to the grades 2–12 reading test.
 - iii. If your organization is responsible for the TELPAS holistically rated assessments, the testing coordinator will need to add a test assignment for holistic ratings. Once this is done, the student should be added to a rating entry group and rating information entered for the student.

Follow step 5 on the previous page to ensure student results are attributed to the correct campus.

For more information about registering students or managing test sessions or TELPAS rating entry groups, refer to the "Test Management" section of the *Assessment Management System User's Guide*.

For more information about test setup at alternative settings, contact Pearson's Austin Operations Center at 800-627-0225.

